COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **CLASSIFIED**

STATISTICIAN   **Class No. 002352**

■ **CLASSIFICATION PURPOSE**

Under general supervision, to research and review data and perform statistical analysis for studies and reports; to develop and maintain computerized databases and statistical reports using statistical-based programs; and to perform related work as required.

■ **DISTINGUISHING CHARACTERISTICS**

Statistician is distinguished as being a specialized single level class responsible for providing expertise to County staff and management by developing and maintaining computerized databases and researching and analyzing statistical data for periodic and special reports. This class differs from Biostatistician in that the latter performs statistical analysis for public health studies and reports and requires specialized knowledge of public health concepts. This class differs from the Administrative Analyst series in that the Statistician spends the majority of time performing statistical analysis, preparing statistical reports, and using statistical based computer programs.

■ **FUNCTIONS**

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1.   Researches, compiles, interprets, and evaluates data; reviews data and data entry fields for reliability and validity for quality assurance purposes.

2.   Sets up and maintains computerized databases; works with programmers in designing statistical programs to be used for special studies and reports.

3.   Identifies and develops appropriate instruments for data collection; identifies appropriate statistical methodology for data analysis.

4.   Conducts statistical analysis of data and interprets results.

5.   Prepares periodic and special reports and makes recommendations based on statistical analysis findings; makes presentations to managers to explain results of statistical studies.

6.   Responds to inquiries from other agencies requesting statistical information on County programs.

7.   Directs and oversees the collection and analysis of data for statistical and fiscal studies and reports.

8.   Participates in meetings and consults with management concerning studies and reports needed for program planning, monitoring and evaluation purposes.

9.   Maintains knowledge on new methodology, applications, technology, and trends pertaining to statistical analysis.

10.   Serves as a facilitator or member of task forces or committees involved in coordinating resources or information and obtaining, analyzing, and organizing data.

11.   Organizes, schedules, and coordinates meetings to present and explain statistical findings and trends to County employees at all levels and to representatives of outside agencies.

12.   Provides training and technical guidance to departmental staff by preparing writing instructions or training manuals and giving verbal instructions.

13.   Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

14.	May direct the work and provide training to student workers, interns, clerical or administrative support staff.

■ **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

–	Statistical theories, formulas, and methodology, such as regression analysis, correlation, and forecasting.
–	Methods and techniques used to research, collect, compile, categorize, analyze and evaluate statistical data and information.
–	Operation, use, and application of modern statistical computer programs.
–	Application and use of management information systems as applied to maintaining a variety and large volume of data.
–	Acceptable formats, charts, tables, or other tools used to develop statistical reports, analytical reports, management reports, department-specific reports, or other kinds of reports.
–	Organizational structure, programs, policy, and procedures of the assigned County department.

Skills and Abilities to:

–	Research, compile and organize a wide variety of statistical data into acceptable and understandable formats.
–	Learn and apply new computer applications.
–	Read, understand, and interpret complex technical and statistical information.
–	Identify and apply appropriate and correct statistical methods to evaluate data.
–	Apply statistical formulas and make necessary calculations accurately and correctly in order to review, filter, select, and analyze data.
–	Analyze statistical data to draw logical conclusions and make sound recommendations.
–	Set up and maintain computerized databases to organize complex statistical data and produce reports.
–	Pay close attention to detail when completing assignments.
–	Work independently under little supervision.
–	Prioritize and organize workload and complete a large number of work assignments that have strict timelines.
–	Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
–	Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
–	Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
–	Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
–	Effectively communicate verbally in a clear, concise, and understandable manner when communicating with individuals and groups, interpreting statistical data and findings to County employees and representatives of outside agencies, and providing training and guidance to staff.
–	Communicate effectively in written form when preparing narrative, statistical, and analytical reports, training materials, instructions, correspondence, and other documents.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1.	A Bachelor's degree from an accredited college or university in statistics; OR;

2.	A Bachelor's degree from an accredited college or university in mathematics, business administration, public administration, economics, social science, behavior science, or a related field of study which must have included at least six units of successfully completed coursework in upper division statistics and research methods; AND, one (1) year of experience performing analytical studies which involved the application of computer programs to compile and organize data, conduct statistical analysis, and prepare analytical reports.

Note:
Additional years of experience, as described above, may be substituted for the education requirement on a year-for-year basis.

Desirable Qualification
A Master's degree from an accredited college or university in statistics or a closely related field of study. Completed coursework must have included internships or research projects involving statistical analysis and the application of statistical computer programs.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual

with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, and telephones. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, using both hands to perform simple grasping and pushing and pulling; reaching above and below shoulder level, and lifting and carrying items weighing up to 10 pounds.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

The primary work place is an office environment. Work involves frequent exposure to computer screens. Work involves travel to locations within and outside of the county.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probation Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: December 13, 1991
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